

**VILLAGE OF BACAVI**  
**ADMINISTRATIVE ASSISTANT/ACCOUNTANT**

**INTRODUCTION:** This position performs administration and financial duties of considerable difficulty, maintaining and monitoring administrative and financial management controls and accounting/audit records for the Village of Bacavi.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Provides guidance and technical assistance to the Bacavi Board of Directors in preparing and maintaining financial records, required financial and audit reports for the Village of Bacavi.
2. Establishes a computerized accounting system to maintain records of official financial transactions, i.e., chart of accounts, general ledger, journal entries, check registers, bank reconciliations, etc., required for audit trail in accordance with the Hopi Tribe's accounting principles; and monitors and tracks project encumbrances/expenditures and cash flow activities.
3. Reviews and processes procurement transactions, i.e., requisitions purchase orders, price quotes, etc., ensures compliance with prevailing policies and rules of procedures.
4. Assists in the preparation of Village budget planning and administration, enterprise development planning, funds development planning, etc., to meet Village goals and objectives.
5. Performs other duties as assigned and authorized to achieve Village goals and objectives.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods regarding the management of financial transactions of the Village accounts. The decision regarding what needs to be completed requires the incumbent to recognize the existence of and differences among alternatives for less complex matters; and conducts analysis of the subject, phase or issues involved for more complex and controversial matters prior to taking action; ensures compliance with accepted accounting principles and management policies of the Hopi Tribe.

**SUPERVISION RECEIVED:** The Supervisor sets the overall objectives and resources available. The incumbent and supervisor in consultation, develop timelines, projects and work to be completed. The incumbent having developed expertise in the line of work is responsible for planning and carrying out the duties and objectives, coordinating the work with others as necessary. The incumbent keeps the supervisor and the Bacavi Board of Directors informed of progress, policy matters and potentially controversial matters. Complex work is reviewed for conformity to policy, protocol and accomplishment of objectives.

**PERSONAL CONTACTS:** Personal contacts are with the Bacavi Board of Directors, village employees, and other outside private and public entities. The purpose for the contact is primarily to gather information for financial transactions and occasionally to provide assistance and advisement to staff to resolve situations by influencing or motivating others who are working toward mutual goals.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The job is secondary and performed in a standard office environment and requires normal safety precautions typical of office/meeting rooms and working around office machines and equipment. The work area is adequately lit, heated and ventilated. Occasional travel on/off the Hopi Reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education: Associate's Degree in Accounting, Business Management or closely related field;  

AND
  - B. Training: Certification in Quick-Books Accounting Program;  

AND

- C. Experience: Three (3) years experience in business management and retail accounting, which includes utilizing Quick-Books accounting software;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Considerable knowledge of accounting & procurement principles and methods which includes budget development/modification  
Knowledge of electronic data processing, internet banking, payroll and payroll taxes

B. Skills:

Skill in verbal and written communication  
Skill in operating basic office equipment/machines, computers and applicable software programs  
Skill in public relations

C. Abilities:


Ability to plan, implement and work in accordance with established objectives, priorities and timelines  
Ability to conduct internal audits, analyze administrative needs, provide recommendations for corrective actions  
Ability to analyze and interpret fiscal and accounting records; prepare accurate financial statements and reports  
Ability to make decisions, meet deadlines and work under pressure  
Ability to establish, maintain effective positive working relationships with administration and Board

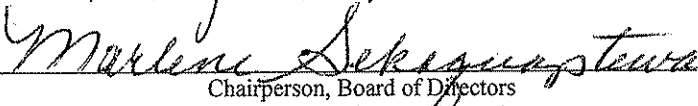
**NECESSARY SPECIAL REQUIREMENTS:**


1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must undergo a complete background investigation and fingerprinting required by the Village of Bacavi
3. Must be bondable

**DESIRED QUALIFICATION:**

1. Must speak and understand the Hopi language

REVIEWED BY:  2/12/07  
Hiring Authority Date

APPROVED BY:  2-12-07  
Chairperson, Board of Directors Date  
Village of Bacavi

REVIEWED BY:  0219-07  
Personnel Director Date